

# M S P



## MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF- SANTA CLARA DESIGN SOUTH**

SALARY: **\$8955 - \$9878**

LOCATION: **DISTRICT 4 – OAKLAND**

FINAL FILING DATE: **MAY 17, 2013**

### **DUTIES/RESPONSIBILITIES**

Under direction of the District Division Chief of Design South, the incumbent serves as the Office Chief of the Santa Clara design office. The incumbent is responsible to plan, implement, and control tasks assigned to the office, including delivering the Districts State Highway Operations and Protection Program (SHOPP) Safety projects and managing the Project Development Coordination Branch. The incumbent is responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver large complex transportation projects assigned to the office. Projects and activities include those that are completed by Department staff, as well as oversight of projects and activities completed by Transportation Authorities, local agencies, and consultants. Managing responsibilities include, but are not limited to:

- As the primary level Task Manager, the incumbent is responsible for directing and coordinating and development of design plans within the scope, schedule, and budgets established for each assigned project to his/her office; reviews or directs the review of engineering documents; and

manage the preparation of specifications, proposals and contracts to assure product quality and compliance to standards and specifications governed by Caltrans and participating agencies.

The incumbent is responsible for the total quality management of the projects assigned to his/her office, and for the preparation of Project Reports, Project Plans, Specifications and Estimates. Additionally, as the Design Office Chief, the incumbent will manage and supervise his/her staff, and is expected to handle difficult technical and/or administrative problems that the office and other functional areas may encounter.

- Directs and coordinates design oversight activities of tax measure and locally funded projects from initiation through construction. The incumbent is responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring design activities necessary to deliver large transportation projects. This includes involvement in the determination of the scope of work, agreements and commitments with both external stakeholders ( e.g. cities, regional planning agencies, regulatory agencies) and internal functional units to establish project scope, work plans, coordinate necessary project activities, setting priorities and allocating project resources assigned for the responsible tasks. The incumbent may serve as the chief spokesperson for design aspects of a project at meetings and act as the contact person within Caltrans and to various outside agency groups, including federal, other state, regional and local transportation and regulatory agencies.
- Manages the Project Development Coordination Branch which provides services to the entire Design Division within the District. The incumbent is responsible for the Branch that organizes Design Division training, processes Freeway Agreements, organizes safety reviews of completed construction projects, plans and runs the Project Engineers Monthly Meetings, provides awareness of new design policies, organizes the Value Analysis Studies and maintains the District 4 Design Division website.
- Provides status and recommendations to management in the District on matters pertaining to transportation projects, through informal and formal meetings and written reports. Consults with management on sensitive project issues that may require upper management input and approval. Coordinates with other district and headquarters units on matters pertaining to transportation projects in order to expedite project delivery.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates demonstrated:

- Knowledge and experience in supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline.
- Ability to initiate and maintain working relationships with internal and external partners and customers, participate in public forums, represent the Department; and serve in a consulting and coordinating capacity with other departmental functional areas.
- Ability to communicate effectively, both orally and in writing; includes group presentations and effective negotiating skills.
- Ability to interpret and implement the Department's mission and goals while leading a staff towards completion of tasks and project on schedule and within the budget.
- Ability to resolve complex issues requiring coordination and concurrence with Headquarters.
- Ability to resolve complex issues requiring coordination and concurrence of Caltrans headquarters personnel and Caltrans external partners.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), (Statement of Qualifications, and interview will be used to rate candidates). Only the most qualified applicants will be invited to interview. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the following MSP number: 13MSP18.**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 was enacted to permit persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **May 17, 2013**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Kelly Albrecht (13MSP18)  
1727 30<sup>th</sup> Street, MS-90  
Sacramento, CA 95816**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Kelly Albrecht at (916) 227-7512.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, 1727 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users may contact the California Relay Service at 711.